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PURCHASING USER MANUAL

ADDING A NEW VENDOR TO A PURCHASE ORDER

INTRODUCTION

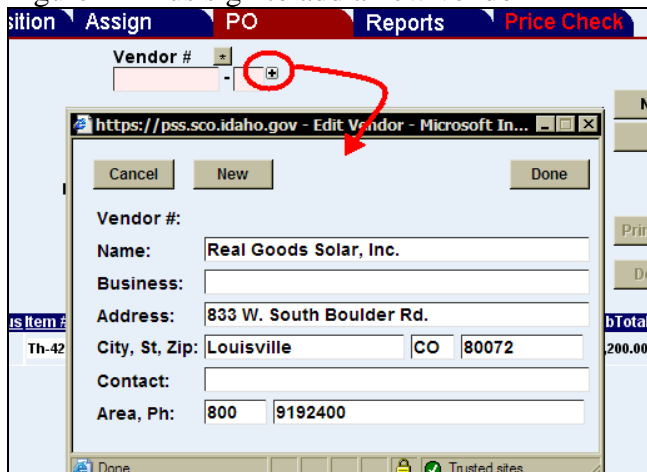
Purchasers have the option of selecting a vendor from the purchase order vendor look up or adding a vendor that is not yet on STARS. The purchaser will be able to print a W9 form along with the purchase order to send to the vendor. NOTE: The State Controller's Office will upload the W9 form to the Purchasing application to make it available to all agencies.

TO ADD A NEW VENDOR TO A PURCHASE ORDER

After selecting the requisition items:

1. Click the plus sign next to the vendor suffix field to enter a new vendor name and address.
2. Click **New**.

Figure 1 - Plus sign to add a new vendor



The screenshot shows a web application interface for purchasing. At the top, there are tabs: 'Position', 'Assign', 'PO' (highlighted in red), 'Reports', and 'Price Check'. Below the tabs, there is a 'Vendor #' field with a plus sign icon next to it, which is circled in red. A red arrow points from this plus sign to a 'New' button in a dialog box titled 'https://pss.sco.idaho.gov - Edit Vendor - Microsoft In...'. The dialog box has 'Cancel', 'New', and 'Done' buttons. It contains the following fields: 'Vendor #:', 'Name: Real Goods Solar, Inc.', 'Business:', 'Address: 833 W. South Boulder Rd.', 'City, St, Zip: Louisville CO 80072', 'Contact:', and 'Area, Ph: 800 9192400'. The dialog box is overlaid on a background window showing a table with columns 'is item f' and 'Th-42', and a 'bTotal' of 200.00. The status bar at the bottom of the dialog box shows 'Done' and 'Trusted sites'.

3. Enter the vendor's **Name**, **Business** name, **Address**, **City**, State (**St**), **Zip** code, **Contact** name, and Phone Number (**Area**, **Ph**). Enter the phone number *without* a hyphen.
4. Click **Done**.

5. When printing a purchase order (**Print Preview**), select the purchase order and the W9 form.

Figure 2 - Print W9

